



HUNTINGTON

COURT REPORTERS & TRANSCRIPTION INC.

HUNTINGTON
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(Please provide the following information so we can begin processing your work immediately.)

TRANSCRIPTION INSTRUCTIONS

TODAY'S DATE: ___ / ___ / ___ CASE #/CASE NAME _____

AGENCY & ADDRESS:

CONTACT: _____ PHONE: (____) _____

E-MAIL ADDRESS: _____

TYPE: (circle) Interview Meeting Telephone Conversation Other _____

RECORDING DATE: ___ / ___ / ___ RECORDING TIME: ___ hours ___ minutes

NUMBER OF TAPES, CD'S, DVD'S: _____

SPELLING:

SPEAKERS: (Please list speakers and, if known, number their order and first few words spoken. Please list additional speakers on the back of this form.)

SPEAKER FIRST WORDS

SPEAKER FIRST WORDS

SPEAKER FIRST WORDS

SPEAKER FIRST WORDS

PROPER NAMES: (people, places, businesses, geographical locations, etc.)

TECHNICAL/UNIQUE WORDS: _____

OTHER: _____